**Project Managers' Workgroup**

**MINUTES**
**October 25, 2004**

**Attending:**
      Sharon Hayes
      Julie Batchelor
      Mary Jo Gilliam
      Michael King
      Paul Marsh
      Joe Kellogg
      Dell Pinkston
      Angela Taylor
      Jesus Lopez
      Colleen McCarthy
      John Taffe
      Bruce Garner
      Suzanne Taylor
      Jim Skinner
      Shaw Erfani
      Nancy Lowe
      David Prince
      Richard McGee

**Welcome/Introductions:  Sharon Hayes** welcomed everyone to the meeting and everyone introduced themselves, with a little background on their work experience.

**Sharon Hayes** explained structure of Project Management Office.  She also explained that the Project Management Group would be a facilitator rather than setting standards.  She spoke about all intertwining to strengthen the group.

**Wendy Kuhn** discussed the vision of the group.  She asked attendees to define what they thought should be the purpose of the group.

Responses were as follows:
1. Share knowledge and experiences.
2. Network.
3. Project Management skills in IT setting.
4. Share specific assets, templates, tools.
5. Different facets of Project Management:  – Other groups.  Learn how projects are run.
6. Different size organizations: – How to cover both large and small projects.

**Julie Batchelor** mentioned common framework / across agencies with good foundation.

**Wendy Kuhn** went on to highlight the challenges that are being faced.

1.  Culture of business side.  She mentioned working toward education of Managers in agencies.
2.  Limitations of project from IT rather than business perspective.  Needs business side buy-in.

**Nancy Lowe** suggested that there needs to be standardization of what adds value.   She suggested a Catalogue of projects.

When big issues are hit – take to CIO.   EPMO to escalate big issues.

When things are failing, what should we be watching for?  What can be learned from it to avoid such failures at a later date on another project?  Reasons. Case studies.

**Colleen McCarthy** highly recommended Lessons Learned on IRMC web page.

**John Taffe** talked about the aims of Project Management, e.g. Risk Management.  He suggested training and resources to help other agencies.  He said there should be a good communication chain.

**Wendy Kuhn** asked further questions about purpose of the group.

Responses included: Vision statement; Project management work group; sharing; Project management knowledge, experience, tools; best practices; templates.

Reduce cost of projects by sharing information.

**Colleen McCarthy**  talked about 'one-stop shopping' for all IT project management needs.  Extending beyond project management – SDLC.  Doing good use cases.

Talked about proof of concept and the need to balance between what we need and what is achievable.

**Shaw Erfani** mentioned that our visions are long term and that objectives need to be defined.

**Julie Batchelor** mentioned that goals and objectives need to be defined.  She said they could be taken from: Form, Templates, Best Practices, etc.

**Wendy Kuhn** asked for input regarding other pieces of the vision.

**Angela Taylor** suggested developing framework not from IT perspective, but from a business perspective.

**Sharon Hayes** agreed that among the challenges were:- IT as well as business needs.  She stated that there is a need for education to line with business people while working on IT projects.  She commented that the business side does not understand the value of the IT process.

**Jesus Lopez** asked that we consider what value we can add to agencies.  Defined 'agencies' to mean 'executive agencies'.

**Wendy Kuhn** stated that when the vision statement is agreed to spread the word amongst the agencies.

**Johan Taffe** asked the group to think about the perspective of the agencies and then come up with a vision statement from that end.

**Dell Pinkston** mentioned the fact that agencies had to first bring the project and then changes are made.  She said there is a difference in doing projects and managing projects with time constraints.  She suggested transitioning into managing through the life cycle of the projects.  Also defining scope.

**Wendy Kuhn** asked what would be the group's strategy for getting things done?

Responses were:    1)    Regular meetings - once a month.
                              2)    Information dissemination via a web site.

**Dell Pinkston**        said that if we would have to go through a project management lifecycle, to go through by stage. Pick a target stage.

There was general discussion of difficulty of shared issues and the need to explain forms.

**John Taffe** suggested ETS feedback of approvals.

**Sharon Hayes** asked about things that ETS could do better. What could be areas of improvement?  She followed that it would seem that for many agencies, procurement is an issue.

**Wendy Kuhn** asked if they should rotate the meeting location.

Everyone agreed that ITS was a good location to meet.

**Angela Taylor** suggested bringing to the meeting, Best Practices from ETS web site.

**Wendy Kuhn** asked if the group would like an outside source to come in to educate?

**Sharon Hayes** asked for suggestions for training.

**David Prince** said he liked the idea of a repository of templates.

**Dell Pinkston** suggested a repository of templates from other states.

**Angela Taylor** spoke about risk identification.  She suggested a tool that allows to list your risk.  She mentioned automated tools.

**Sharon Hayes** informed about the procurement of a portfolio management tool being procured by ITS.  She informed the group that the BID is already in.

**David Prince** suggested that the tool not be agency specific or project specific so that it could be used more effectively by all agencies.

He also asked about Senate Bill 991, and that there was no details on the nature of PMA.

**Sharon Hayes** informed the group about the presentations that had been made to many agencies by ITS on Senate Bill 991.  She volunteered that the presentation could be made if requested.

**Dell Pinkston** suggested that details on Senate Bill 991 be presented at the next meeting.

**Sharon Hayes** said that SB.991 had an approval form and that the group may have an opportunity to modify the form.  She stated that the form would then be in a repository that would lead through the process.

**Wendy Kuhn** asked what strategy would the group use.

**Julies Batchelor** said to empower the group.  She suggested bringing to the CIO and others to empower the group.

**David Prince** asked that prioritization be discussed at the next meeting.

**Angela Taylor** mentioned holding up IEEE standards.  She suggested that vendors be asked where program management fits in PMI.

**Wendy Kuhn** asked if the time specified was a good time for the meeting.

It was agreed that the next meeting would be held on Monday, November 15, from 2:30 to 4:00.